

Office of Human Capital Management

Workforce Transition Reduction in Force Procedures February 2005

RIF Procedures are required...

- *When employees will be involuntary separated or downgraded due to...*

Lack of Funds

Shortage and/or lack of Work

Reorganization

Implementation of A-76 Decision

... and when management alternatives don't work

Buyouts (Voluntary Separation Incentive Payment (VSIP))

VERA (Voluntary Early Retirement Authority)

Optional Retirement

Hiring Freeze

Reassignments – voluntary or directed

RIF Process

- *Competitive Area- “all employees of a Center within a commuting area” (NASA NPR 3351.1)*
- *Competitive Levels- Competitive levels are established based on the following:*
 - Same grade level*
 - Same series*
 - Same work schedule (part time vs. full time)*
 - Competitive Service vs. Excepted Service*
 - Supervisory vs. nonsupervisory positions*
 - Position descriptions - interchangeable positions*

RIF RETENTION FACTORS

1. Tenure Groups

Group I – Career appointments

Group II – Career Conditional appointments and career employees who are serving a probationary period

Group III – Employee serving under term appointments or other non-status appointments

2. Veterans' Preference

Subgroup AD – *Veterans' with a compensable service-connected disability of 30% or more*

Subgroup A – *Veterans' not include in subgroup AD*

Subgroup B - *Nonveterans*

3. Length of Service- *Employees identified by length of service dates within each subgroup*

4. Performance – *Employees receive extra RIF service credit for performance*

ASSIGNMENT RIGHTS

- *Group I and Group II employees with a performance rating of “pass” are entitled to an offer of assignment if they have “bumping” or “retreating” rights.*
- *“Bumping” means displacing an employee in the same competitive area who is in a lower tenure group, or in a lower subgroup - can be no more than 3 grades or grade intervals below position from which released.*
- *“Retreating” means displacing an employee in the same competitive area who has a later SCD in the same subgroup – position is similar or same as previously held, at same grade level or no more than 3 grades or grade intervals below position from which released (5 grades for 30% vets).*

RIF Outcomes

- Potential Downgrade:
Grade and/or Pay Retention (eligibility based on 52 weeks)
Repromotion Priority
- Potential RIF Separation
Special Selection Priority (CTAP/ICTAP)
*Severance Pay or Annuity (Ineligible for severance pay if...
employee is entitled to immediate retirement – either
optional or discontinued service retirement)*
Transition & Outplacement Assistance
Reemployment Priority Registration

Transition Assistance

- ***Career Transition services:***
 - ***Resume Preparation***
 - ***Job Search Assistance***
 - ***Skills assessment/Career Counseling***
 - ***Transition Workshops***
 - ***Agency Placement Policies***
- ***Placement Assistance:***
 - ***CTAP (Priority to stay with agency)***
 - ***ICTAP (Priority in other Federal agencies)***
 - ***RPL (Priority to return to agency)***

What is CTAP?

- Agency Career Transition Assistance Program for local and surplus/displaced employees
- Provides selection priority to current career or career conditional surplus and/or displace employees
- Who is eligible?
 - An employee who has received a specific reduction in force separation notice
 - Has a current performance rating of meets or exceeds
 - Applies for a job announcement during the open period
 - Applies for a job announcement at or below current grade of position and does not have greater promotion potential
 - Must be rated well qualified for the position

What is ICTAP?

- **Interagency Career Transition Assistance Plan for displaced employees.**
- **Provides special selection priority to well-qualified current or former career or career-consideration competitive service employees.**
- **Who is Eligible?**

An employee who has received a specific reduction in force separation notice

A displaced employee who has already separated through a reduction in force action

A displaced employee who received a reduction in force separation notice and who retired on the effective date of the reduction in force or under the discontinued service retirement option

Has a current or a last performance rating of meets or exceeds

Applies for a job announcement at or below current grade of position and does not have greater promotion potential

Occupies, or was displaced from a position in the same local commuting area of the vacancy

Applies for a job announcement during the open period, and

Must be rated well qualified for the position

Additional Information

OPM Website – www.opm.gov/rif

OHCM Website – ohr.larc.nasa.gov/CTAP/

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